

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 170

Alexandria, VA

1 February 2001

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 February 2001 unless otherwise indicated.

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This change includes all material written in MAP Items 73-00(E); 75-00(E); 76-00(E); 87-00(E) and 98-00(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 169 cover page.

BRIEF OF REVISION

These are the major changes made by Change 170:

U2020. Revises the web site address for the DTOD by removing the "www."

U3125-B2a. Updates the reference.

U3415-C2a(1). Replaces the phrase "outside the United States" with the phrase "in a foreign area or country". Authorizes reimbursement for the cost of collision insurance if it is required to provide full coverage when renting an automobile outside the United States. The term "in a foreign area or country," which is already defined in Appendix A, appropriately describes the area within which reimbursement for the cost of collision insurance is authorized.

U3500-B; U4102-D; U7300. Changes R&R location reference from Appendix T to U and other minor editorial corrections.

U4104-A. Corrects the paragraph reference.

U5012; U5130. Moves wording regarding "home of selection" to emphasize that once a home is selected, that selection is irrevocable if transportation-in-kind or Government-procured transportation is furnished and used, or travel and transportation allowances are received after the travel is completed.



0516LP0113961

U5355. Clarifies that a member is entitled to move or store HHG at Government expense when the member is relocated from local economy or base housing to privatized housing for the convenience of the Government.

U5715. Explains that members are allowed temporary quarters if they had to move into them because their household goods have been packed, picked up and/or shipped.

U8001-B&C; U8007; U8010; U8011-A; U8013, Notes 1 and 2; U8015 and U9303-B. Changes BAQ references to BAH.

Appendix A. Clarifies that potable water and ice are considered part of incidentals when getting per diem.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
88	i	168	U4B-5	166	U5C-13	166	U5F-9
165	iii	168	U4B-7	162	U5C-15	149	U5F-11
156	v	167	U4B-9	166	U5C-17	166	U5G-1
151	vii	165	U4B-11	166	U5C-19	166	U5G-3
169	U-i	167	U4B-13	166	U5C-21	169	U5G-5
169	U-iii	153	U4B-15	166	U5C-23	169	U5G-7
160	U1-i	153	U4B-17	162	U5C-25	170	U5H-1
168	U1-I	165	U4C-1	162	U5C-27	158	U5H-3
168	U1-3	165	U4C-3	170	U5C-29	158	U5H-5
168	U1-5	169	U4C-5	167	U5C-31	168	U5I-1
168	U2-i	165	U4C-7	167	U5C-33	169	U5I-3
166	U2-iii	165	U4C-9	167	U5C-35	168	U5I-5
170	U2A-1	153	U4D-1	167	U5C-37	168	U6-i
160	U2B-1	153	U4D-3	170	U5D-1	158	U6-iii
160	U2B-3	153	U4E-1	170	U5D-2-1	166	U6A-1
168	U2C-1	169	U4F-1	164	U5D-3	166	U6A-3
158	U2C-3	170	U4F-3	164	U5D-5	166	U6A-5
168	U2D-1	169	U4G-1	164	U5D-7	166	U6A-7
115	U2E-1	170	U4H-1	164	U5D-9	166	U6A-9
168	U2F-1	159	U4H-3	164	U5D-11	166	U6A-11
166	U2G-1	166	U4H-5	164	U5D-13	166	U6A-13
166	U2G-3	166	U4H-7	164	U5D-15	166	U6A-15
168	U2G-5	159	U4I-1	164	U5D-17	167	U6A-17
169	U3-i	142	U4I-3	164	U5D-19	166	U6A-19
166	U3-iii	166	U5-i	164	U5D-21	166	U6A-21
165	U3A-1	164	U5-iii	170	U5D-23	166	U6B-1
164	U3B-1	167	U5-v	170	U5D-25	166	U6B-3
169	U3B-3	160	U5-vii	170	U5D-27	166	U6B-5
156	U3B-4-1	166	U5-ix	170	U5D-29	166	U6B-7
170	U3B-5	168	U5-xi	166	U5D-31	166	U6B-9
149	U3B-7	167	U5-xiii	164	U5D-33	166	U6B-11
155	U3B-9	151	U5A-1	164	U5D-35	166	U6B-13
168	U3B-11	170	U5A-3	166	U5D-37	167	U6B-15
168	U3B-13	170	U5A-5	169	U5D-39	166	U6B-17
169	U3B-15	166	U5B-1	169	U5D-41	166	U6B-19
153	U3C-1	166	U5B-3	169	U5D-43	168	U7-i
167	U3D-1	166	U5B-5	169	U5D-45	159	U7-iii
167	U3D-3	151	U5B-7	169	U5D-47	152	U7-v
167	U3E-1	151	U5B-9	167	U5E-1	160	U7-vii
170	U3E-3	166	U5B-11	166	U5E-3	143	U7-ix
170	U3F-1	170	U5B-13	168	U5E-5	157	U7A-1
166	U3F-3	158	U5B-15	168	U5E-7	168	U7B-1
170	U4-i	162	U5C-1	162	U5E-9	168	U7C-1
170	U4-iii	162	U5C-3	166	U5E-11	168	U7D-1
170	U4-v	168	U5C-5	152	U5F-1	168	U7E-1
159	U4A-1	165	U5C-7	152	U5F-3	153	U7F1-1
170	U4B-1	165	U5C-9	154	U5F-5	157	U7F2-1
170	U4B-3	166	U5C-11	149	U5F-7	169	U7F3-1

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
156	U7G-1	169	A-5	169	M-27		
167	U7G-3	145	A-7	168	N-1		
159	U7G-5	168	A-9	168	N-3		
169	U7G-7	162	A-11	168	N-5		
154	U7G-9	162	A-13	169	O-1		
154	U7G-11	165	A-15	168	O-3		
169	U7H-1	170	A-16-1	169	O-5		
167	U7H-3	170	A-17	169	O-6-1		
163	U7H-5	170	A-19	156	O-7		
168	U7H-7	160	A-21	168	O-9		
157	U7I-1	164	A-23	159	O-11		
170	U7J-1	169	A-25	159	O-12-1		
160	U7K-1	165	A-27	161	O-13		
168	U7L-1	160	B-1	162	O-15		
168	U7M-1	138	C-1	168	O-17		
151	U7N-1	160	D-1	163	O-19		
168	U7O-1	160	E-1	163	O-21		
168	U7P-1	169	E-3	146	P-1		
169	U7Q-1	169	E-5	168	S-1		
168	U7R-1	169	E-7	168	S-3		
168	U7S-1	169	E-9	148	T-1		
160	U7T-1	168	E-11	168	U-1		
168	U7U-1	168	E-13	88	i-1		
168	U7V-1	169	E-15	88	i-3		
168	U7W-1	164	F-1	88	i-5		
168	U7W-3	133	F-3	88	i-7		
168	U7W-5	87	U(G)-1	88	i-9		
161	U7X-1	87	U(H)-1	88	i-11		
143	U8-i	87	U(I)-1	88	i-13		
170	U8-1	135	U(J)-1	88	i-15		
170	U8-3	119	J-3	88	i-17		
170	U8-5	150	J-5	88	i-19		
170	U8-7	154	K-1	88	i-21		
163	U9-i	154	K-3	88	i-23		
164	U9-iii	150	K-5				
169	U9-v	145	U(K)-7				
165	U9A-1	129	U(K)-9				
154	U9B1-1	147	U(K)-11				
154	U9B1-3	167	L-1				
154	U9B1-5	167	L-3				
163	U9B1-7	169	L-5				
168	U9B1-9	169	L-7				
159	U9B2-1	169	M-i				
163	U9B2-3	169	M-1				
164	U9B2-5	169	M-3				
162	U9C-1	169	M-5				
162	U9C-3	169	M-7				
162	U9C-5	169	M-9				
162	U9C-7	169	M-11				
159	U9C-9	169	M-13				
159	U9C-11	169	M-15				
159	U9C-13	169	M-17				
159	U9C-15	169	M-19				
167	U9D-1	169	M-21				
170	U9D-3	169	M-23				
145	A-1	169	M-25				
169	A-3	169					

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

Each Service shall:

1. authorize only travel necessary to accomplish the mission of the Government effectively and economically, and
2. establish internal controls to ensure that only travel essential to the needs of the Government is authorized.

U2010 MEMBER'S RESPONSIBILITY

A. Obligation to Exercise Prudence

1. The member must exercise the same care and regard for expenses as a prudent person traveling at personal expense.
2. The member must maintain records to validate expenses of \$75 or more and all lodging costs.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

B. Promotional Material

1. General. Promotional material received by a member traveling on official business at Government expense must be relinquished in accordance with Service regulations (B-199656, July 15, 1981; 63 Comp. Gen. 229 (1984)).
2. Items Received Through Mixed Official and Personal Travel. Promotional items received by the member as a result of travel paid by Government and personal funds are the property of the Government (63 Comp. Gen. 229 (1984) and 63 i.d. 233 (1984)). The member does not forfeit the right to use personal credits for personal travel if the member keeps adequate records that clearly separate credits earned from personal travel from those earned on official travel (B-257525, November 30, 1994).
3. Voluntary Relinquishing of Seat. A member may keep payments from a carrier for voluntarily vacating a seat. However, no additional per diem may be paid as a result of the delay in the member's travel.
4. Involuntary Relinquishing of Seat. If a member is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).
5. Use of Frequent Traveler Program Credits for Accommodation Upgrades. Overall Government travel costs should be reduced by using benefits earned through frequent traveler programs to obtain free airline tickets, rooms, and rental vehicles. Frequent traveler program credits earned on official travel may not be used for personal travel. The member may elect to use earned frequent traveler program credits for upgrades to premium-class other than first-class accommodations while on official Government travel as permitted by Service regulations.

- C. Lost or Delayed Accompanied Baggage. A member may keep payments from a commercial carrier as compensation for accompanied baggage that has been either lost or delayed by the carrier.

U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

Non-DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

U2020 DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)**A. General.** The DTOD:

1. is the standard source for worldwide distance information,
2. replaces all other sources used for computing distance (except for airplanes see pars. U3300-C1b and U5155-B),
3. uses city to city distance (not zip code to zip code),

★ ***NOTE: All DoD installations (CONUS and OCONUS) are listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod-mtmc.belvoir.army.mil/>.***

4. provides distances to tenths of a mile which must be rounded to the nearest mile for each leg of a journey,
5. does not apply to travel distance:
 - a. in and around the PDS or TDY sites,
 - b. between home/office and transportation terminal,
 - c. for local moves, within the same city, or
 - d. round trip travel between home and active duty tour site for Reserve members performing active duty when the member commutes under the provisions of par. U7150-A1b.

which is determined by odometer readings, and

★ 6. website is found at <http://dtod-mtmc.belvoir.army.mil/>.

B. TDY and PCS Travel

The DTOD (practical distance) is the only official source for TDY and PCS travel distance (except for airplanes).

C. Personally-Performed Moves

The DTOD (shortest distance) is the only official source for distances for personally-performed moves.

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed.
- c. necessary to accommodate a traveler's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.
- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See subpar. C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.
- ★g. obtained as an accommodations upgrade through the redemption of frequent traveler benefits (see par. U2010-B5).
- h. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.
- i. travel is direct between authorized origin and destination points (one of which is OCONUS) which are separated by several time zones, and the scheduled flight time (including stopovers) is in excess of 14 hours. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS. A rest stop (see par. U4325-D) is prohibited when travel is authorized by premium-class accommodations.*

(NOTE: When use of premium class other than first class (e.g., business-class) accommodations is authorized/approved, use of business-class fares provided under the Contract City Pair Program is mandatory.)

5. Documentation Requirements

- a. Orders. Travel orders authorizing premium-class accommodations should be annotated "(first/premium class or premium-class other than first-class) authorized by (cite reference)." When the travel orders do not authorize premium accommodations use, first/premium class or premium-class other than first-class service may be provided if the original order, and copies thereof, are annotated that "(first/premium class or premium-class other than first-class issued, only first/premium class or premium-class other than first-class available between authorized origin and destination points.)"
- b. Travel Voucher. Specific authorization/approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. *In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.*

C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

1. Definition of U.S. For the purposes of this subpar., U.S. means the 50 states, District of Columbia, territories, and possessions of the U.S. (49 U.S.C. §40102).

2. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in subpar. 3, U.S. flag air carrier service is available if:

- a. the carrier performs the commercial foreign air transportation required, and
- b. the service accomplishes the mission, even though:
 - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
 - (2) noncertificated air carrier service is preferred by the service/traveler,
 - (3) noncertificated air carrier service is more convenient for the service/traveler, or
 - (4) the only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629(1977)).

3. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service is not available.

- a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
- c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it does not unduly delay the travel) (59 Comp. Gen. 223 (1980)).
- d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.
- e. Foreign air transportation is paid fully directly, or later reimbursed by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military finance credits), an international agency or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); **NOTE:** See *Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.*
- f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.
- g. If a U.S. flag air carrier does not offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

- h. optional extra collision hull insurance for rental aircraft; and
- i. traveler access fee (when charged).

★ 2. Insurance on a Rented Automobile

a. Cost of Insurance. The cost of buying collision insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable only if:

- (1) The insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile in a foreign area or country, or
- (2) certain classified special operations are involved.

b. Cost of Damage to Rented Automobile. A member may be reimbursed for personal funds paid to car rental agencies for damage sustained by a properly rented automobile that is damaged in the performance of official business. The Government may make direct payment to car rental agencies instead of to the member in the full amount of the loss sustained. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is prohibited.

c. Documentation Supporting Damage Claims. Claims for reimbursement of payments made directly to car rental agencies for the cost of damage to the rental vehicle should be appropriately documented. At a minimum, statements and itemized bills should be provided from the member and the car rental agency (to ensure that the claim is valid, not yet settled, and in an amount compensable to the actual damages) and an accident report (to establish fault on the part of the party not employed by the Government and to enable the Government to recoup its loss when the negligence of that party can be established without costly investigation (B-162186, May 28, 1971)).

3. Receipts for Special Conveyances. See par. U2500-B.

D. To/From Carrier Terminals. Special conveyance use may be authorized/approved for travel to and from carrier terminals. Special conveyance use to, from, and between carrier terminals, other than local terminals, may be authorized/approved by the order-issuing official when neither public nor Government transportation between the points meets the requirements of the ordered travel.

E. Between Duty Stations. The order-issuing official may authorize/approve travel by special conveyance to, from, or between TDY stations under circumstances not permitting travel by the usual transportation modes, or when special conveyance use is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of the conveyance. For rental vehicle use on a PCS, see par. U5105-A.

F. Special Conveyance Use In and Around PDS or TDY Station. For reimbursement for special conveyance use within and around the PDS and TDY station, see Part F.

G. Limited to Official Purposes. Use of a special conveyance is limited to official purposes, including transportation to and from (65 Comp. Gen. 253 (1986)):

- 1. duty sites,
- 2. lodgings,
- 3. dining facilities,
- 4. drugstores,

5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

U3420 BUS, STREETCAR, AND SUBWAY USE

A. To/From Transportation Terminals. Reimbursement is authorized for bus, streetcar, and subway fares as follows:

1. between place of residence, lodging, or duty at the PDS or TDY station and transportation terminal;
2. between transportation terminals to change conveyance when free/timely transfer is not provided; or
3. from transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control.

The boundaries of the member's PDS for the purpose of reimbursement for travel to and from a transportation terminal serving that area includes the place within a reasonable distance from which the member commutes daily to and from the duty site.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the member's residence to the PDS on the day the member departs on TDY requiring at least one night's lodging and from the PDS to the member's residence on the day of return from TDY.

U3425 NOT USED**U3430 COURTESY TRANSPORTATION USE**

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION**U3500 GENERAL**

A. Authorization/Approval. Service-designated officials may authorize/approve reimbursement for transportation expenses necessarily incurred by members conducting official business in the local area of their PDSs and TDY stations as prescribed in this Part. These expenses are those not specifically included in travel under orders as provided in Chapter 4 or in Parts B through E of this Chapter.

B. Local Area. The local area is the area:

1. within the duty station limits (permanent or temporary) and the metropolitan area around that station which is ordinarily served by local common carriers; or
2. within a local commuting area of the duty station, the boundaries of which are determined by the order-issuing official or as prescribed by local Service directives; or
3. separate cities, towns, or installations adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

★ *An arbitrary distance radius shall not be established to define a local commuting area (59 Comp. Gen. 397 (1980)).*

C. Travel To and From Medical Facilities. Uniformed members, who are ordered to a medical facility within the local area to take a required physical examination or to obtain a medical diagnosis and/or treatment, are on official business and may be reimbursed for the travel. Ordered travel includes additional visits if they are a part of the required physical examination. Uniformed members who travel to a Government or private medical facility on a voluntary basis to obtain a medical diagnosis and/or treatment, are not on official business, and reimbursement for the travel is not authorized. Voluntary travel includes travel following a required physical examination to obtain medical treatment for a condition discovered during the physical examination.

U3505 TRAVEL IN THE PDS AREA

A. General. Reimbursement for transportation expenses in the PDS area may be authorized/approved for travel between:

1. duty sites; or
2. residence and a duty site other than the usual duty site.

B. Travel by Commercial Means. When authorized/approved, a member who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for:

1. local public transportation when tokens, tickets or cash fares are not furnished;
2. taxicab fares plus transportation-related tip; and
3. hire and operation of a special conveyance, including necessary parking fees.

C. Travel by POC

1. General. When authorized/approved, a member who travels by POC is entitled to mileage based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled in conducting official business. In addition to the mileage, members may be reimbursed for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries (see par. U4520, item 7). Payments of mileage and reimbursement of expenses shall be made only to the member defraying the POC operating expenses, regardless of the number of passengers who accompany the member or who contribute funds to defray the POC operating expenses.

2. Duty and An Alternate Duty Site Within the Local Area. When use of a POC is authorized/approved for travel between a member's residence, or the PDS, and one or more alternate duty sites within the local area, the member shall be paid mileage for the distance that exceeds the member's commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS. For travel to and from a transportation terminal for a TDY trip, par. U3320 applies.

EXAMPLE 1

Member's one way commuting distance to PDS is 7 miles. Member drives from residence to an alternate duty site, a distance of 18 miles. Upon completion of work, the member returns to residence, a distance of 18 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (14 miles). The member is paid for 22 miles ($18 + 18 - 14 = 22$).

EXAMPLE 2

Member's one way commuting distance to PDS is 15 miles. Member drives from residence to an alternate duty site, a distance of 5 miles. Upon completion of work, the member returns to residence, a distance of 5 miles.

In this case, the member is **not** entitled to mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

EXAMPLE 3

Member's one way commuting distance to PDS is 15 miles. Member drives to the PDS. Member is required to travel to an alternate duty site, a distance of 30 miles. Upon completion of work, the member returns to residence, a distance of 15 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (30 miles). The member is paid for 30 miles ($15 + 30 + 15 - 30 = 30$).

EXAMPLE 4

Member's one way commuting distance to PDS is 12 miles. In the morning the member drives to an alternate duty site (45 miles). In the afternoon the member returns to the PDS (67 miles). After completion of work member returns to residence, a distance of 12 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (24 miles). The member is paid for 100 miles ($45 + 67 + 12 - 24 = 100$).

EXAMPLE 5

Member's one way commuting distance to PDS is 35 miles. Member drives to the PDS (35 miles). Later, the member drives to alternate duty site #1 (50 miles) and then to alternate duty site #2 (25 miles). Member then drives to residence (10 miles).

CHAPTER 4 TEMPORARY DUTY TRAVEL (TDY)

PART A: MEMBERS TRAVELING TOGETHER

<u>Paragraph</u>	<u>Contents</u>
U4000	General
U4001	Stragglers

PART B: PER DIEM ALLOWANCE

<u>Paragraph</u>	<u>Contents</u>
U4100	General
U4101	When Per Diem Allowance is Authorized
U4102	Circumstances in Which Per Diem Not Authorized <ul style="list-style-type: none">A. When Not in a Travel StatusB. Day of Leave or Proceed TimeC. When PCS MALT PLUS or PCS Mileage is PayableD. Travel or TDY Within PDS LimitsE. TDY Within the Local Area of the PDS (Outside the PDS Limits)F. Round Trips Within 12 HoursG. Members Traveling Together With No/Limited ReimbursementH. Navigational and Proficiency FlightsI. Assignment to Two-Crew Nuclear SubmarinesJ. TDY or Training Duty Aboard Government VesselK. Aboard Vessel Constructed by Commercial ContractorL. Field DutyM. TDY Aboard Foreign (Non-Government) VesselN. Member in Missing Status
U4105	Per Diem Payable Under Specific Cases <ul style="list-style-type: none">A. TDY in Connection With Fitting Out or Conversion of a VesselB. Travel by U.S. or Foreign Government Vessel for 24 Hours or MoreC. Travel, TDY Aboard Commercial Vessel or U.S. Government Vessel Totally Leased for Commercial OperationD. Field DutyE. Member Dies While in a TDY StatusF. Ordered to TDY While on LeaveG. Orders Canceled While Member En Route to TDY StationH. TDY Within the Limits of PDS
U4115	International Dateline
U4125	Per Diem Under the Lodgings Plus System <ul style="list-style-type: none">A. GeneralB. Examples of Computing Per Diem Allowances

U4130	Return to PDS From TDY for Personal Reasons
	A. General
	B. Computation
U4135	No Per Diem or Rates of Per Diem in Lesser Amounts Than Those Prescribed in Appendix B or D
U4140	Requesting Review of Per Diem Rates
U4150	Per Diem and AEA on a Single Trip
U4155	Quick Reference Tables – Per Diem Entitlements

PART C: ACTUAL EXPENSE ALLOWANCE

<u>Paragraph</u>	<u>Contents</u>
U4200	Conditions Warranting Actual Expense Allowance
	A. General
	B. Travel With Certain Dignitaries
	C. Travel of Air Crews
U4205	Types of Expenses
	A. Expenses Allowable
	B. Expenses Not Allowable
U4210	AEA Maximums
	A. General
	B. Daily Maximums
	C. M&IE Paid on Per Diem Basis
	D. Lodging and/or Meals Obtained Under Contract
	E. Incidental Expense Maximum
U4215	Request for AEA
	A. General
	B. Who May Authorize/Approve
	C. Exceptions
	D. Manner of Authorization/Approval
	E. Requests
	F. Data to Be Included in Requests
U4220	Itemization
U4225	Computation Rules
	A. General
	B. Meals Available Under Special Arrangements
	C. Averaging Expenses
	D. Special Rules for Mixed Travel (Per Diem and Actual Expense)
U4230	Computation Examples

PART D: ALLOWABLE TRAVEL TIME FOR TDY TRAVEL

<u>Paragraph</u>	<u>Contents</u>
U4300	General
U4305	Actual Travel Time
U4310	Travel by Government Conveyance Directed
U4315	Government Transportation Request (GTR) Used
U4320	Commercial Transportation Used Not by GTR
U4325	Scheduling Travel <ul style="list-style-type: none">A. ScheduleB. Early DepartureC. Scheduled Early ArrivalD. Travel During Normal Hours of RestE. Rest StopsF. Use of Reduced Travel Fares
U4330	Travel by POC
U4335	Travel by Special Conveyance
U4340	Travel by Mixed Modes

PART E: GOVERNMENT MESS USE/AVAILABILITY

<u>Paragraph</u>	<u>Contents</u>
U4400	Government Mess <ul style="list-style-type: none">A. Mess AvailableB. Mess Not AvailableC. Travel Order/Voucher Documentation

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES

<u>Paragraph</u>	<u>Contents</u>
U4500	General <ul style="list-style-type: none">A. ScopeB. Transportation Expenses Incurred in or Around a PDS or TDY Location
U4505	Communication Services
U4510	Reimbursement for Occasional Meals and Quarters <ul style="list-style-type: none">A. GeneralB. Computation for Occasional Meals and Quarters

U4520	Miscellaneous Expenses
U4535	Registration Fees
U4539	Reimbursement of Preparatory Travel Expenses When the Order is Amended, Modified, Canceled or Revoked

PART G: TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY

<u>Paragraph</u>	<u>Contents</u>
U4600	General
U4605	Member Ordered on Indeterminate TDY <ul style="list-style-type: none">A. GeneralB. Transportation of Dependents to TDY Station or Other LocationC. Return of the Member to the PDSD. PCS Orders Received at TDY Station

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS

<u>Paragraph</u>	<u>Contents</u>
U4700	General
U4705	Authorizing/Approving TDY HHG Shipments
U4710	Basic Entitlement <ul style="list-style-type: none">A. Shipments In Addition to Authorized TDY Weight AllowanceB. Weight AllowanceC. Shipment of Replacement Items
U4715	Limitations
U4720	Methods of Shipment
U4725	Factors Affecting TDY HHG Transportation <ul style="list-style-type: none">A. Weight Allowance EntitlementB. Orders Amended, Modified, Canceled or RevokedC. Improper Shipments
U4730	Not Used
U4735	When Excess Charges Are Incurred
U4740	Called (or Ordered) to Active Duty
U4745	PCS With TDY En Route

U4750	TDY Without Return to PDS or TDY Pending Further Assignment
U4755	Indeterminate TDY
U4760	TDY Pending OCONUS Assignment or to a Vessel <ul style="list-style-type: none">A. GeneralB. Ordered to a VesselC. Ordered to OCONUS duty or to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More
U4765	TDY in Connection With Building, Fitting Out, Converting or Reactivating a Vessel <ul style="list-style-type: none">A. GeneralB. Ordered to a Vessel Not Specified as Unusually ArduousC. Ordered to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More
U4770	Storage in Connection With TDY or Deployment <ul style="list-style-type: none">A. Temporary StorageB. Special StorageC. Nontemporary Storage
U4775	Shipment of HHG After Storage

PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITH A JOINT TASK FORCE

<u>Paragraph</u>	<u>Contents</u>
U4800	Definitions <ul style="list-style-type: none">A. Joint Task Force (JTF)B. Operational DeploymentC. ExercisesD. TDY Options

PART B: PER DIEM ALLOWANCE

U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the day of departure from and for the day of return to the PDS, in which case a per diem is computed as prescribed in par. U4125-A. Per diem rates for location in CONUS are prescribed in Appendix D. Per diem rates for OCONUS locations are prescribed in Appendix B.

U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. periods of necessary delay awaiting further transportation,
2. periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. periods of TDY directed in a PCS order,
4. delays for the purpose of qualifying for reduced travel fares (see par. U4325-F).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not entitled to per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

B. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as leave or proceed time.
NOTE: *A day used in a constructive travel computation for PCS mixed mode travel does not make that day a travel day (see par. U5160).*

C. When PCS MALT PLUS Is Payable. A member is not entitled to per diem for any day that PCS MALT PLUS is payable.

★ D. Travel or TDY Within PDS Limits. Except as authorized in par. U4105-H, a member is not entitled to per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY or away from the PDS. For transportation entitlement see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: A member departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY Within the Local Area of the PDS (Outside the PDS Limits). A member is not entitled to per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par U3500-B, unless overnight lodging is

required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

F. Round Trips Within 12 Hours. A member is not entitled to per diem for TDY which is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under orders directing no/limited reimbursement (Part A) are not entitled to per diem except as noted in par. U4001. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not entitled to per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-Crew Nuclear Submarines. A member under PCS orders is not entitled to per diem after 2400 on the day the member assigned to a two-crew nuclear submarine (SSBN) arrives at the homeport of the vessel and no further travel is performed away from the homeport under those orders (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Vessel. A member is not entitled to per diem for any period of TDY or training duty aboard a Government vessel when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. The TDY training duty is considered unbroken when a member transfers from one Government vessel to another at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

K. Aboard Vessel Constructed by Commercial Contractor. A member is not entitled to per diem for the period aboard a vessel constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

L. Field Duty. A member on field duty is not entitled to per diem except when the:

1. senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge, and/or Government meals at no charge for enlisted members, were not available during stated periods of the field duty;
2. member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured.

M. TDY Aboard Foreign (Nongovernment) Vessel. A member is not entitled to a per diem allowance for any period of TDY aboard a nongovernment foreign vessel when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure therefrom. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a nongovernment foreign vessel, reimbursement for the cost of such quarters shall be made under par. U4510.

N. Member in Missing Status. A member is not entitled to per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

- ★ A. TDY in Connection With Fitting-Out or Conversion of a Ship or Service Craft. A member, assigned to TDY in connection with fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authorization ends on the date the member's assignment is changed from TDY in connection with fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship in connection with ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the Government.

B. Travel by U.S. or Foreign Government Vessel for 24 Hours or More

1. Member Not Charged for Meals. A member is not entitled to a per diem allowance when traveling aboard a U.S. or foreign government vessel when meals are furnished without charge, except on days of embarkation and debarkation if otherwise entitled thereto under subpar. C.
2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government vessel, other than an oceangoing car ferry, of 24 hours or more as passengers (except those aboard for TDY or training) who are charged for meals shall be paid a per diem allowance equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

C. Travel, TDY Aboard Commercial Vessel or U.S. Government Vessel Totally Leased for Commercial Operation. Except for the day of arrival (day of embarkation) and the day of departure (day of debarkation), a member (including Coast Guard members performing inspection aboard U.S. merchant vessels) traveling on TDY aboard a U.S. Government vessel leased to and operated by a commercial company or a commercial vessel, other than an oceangoing car ferry, is entitled to a per diem allowance of \$6 per day. When the \$6 rate is not sufficient to meet the member's subsistence expenses, a per diem rate equal to the anticipated expenses may be authorized/approved. Such rate may not exceed \$25 and the order-issuing official should state in the orders the circumstances warranting the increased rate.

D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in Appendix B, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in Appendix B, regardless of their OCONUS location and may be paid during periods which would otherwise be considered field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under Appendix B, calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no redelegations.

E. Member Dies While in a TDY Status. When a member dies while in a TDY status, entitlement to per diem accrues through the date of death. Entitlement to reimbursement for transportation or a MALT accrues from the old station (or last TDY station) to the place of death not to exceed the official distance of the ordered travel.

F. Ordered to TDY While on Leave

1. TDY at Leave Point. A member on leave away from the PDS who receives orders to perform TDY at the leave point is entitled to per diem for the TDY performed in compliance with the orders.

2. TDY at Other Than Leave Point

- a. Authorized to Resume Leave Upon Completion of TDY. A member on leave away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station, and from the TDY station to the leave address. Per diem is payable for the period at the TDY station plus transportation, see paragraph U3100-B.
- b. Directed to Return to PDS Upon Completion of TDY. A member away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station and from the TDY station to the PDS. Per diem is payable for the period at the TDY station.
- c. Directed to Proceed to New PDS Upon Completion of TDY. A member is entitled to the travel and transportation allowances prescribed for PCS for travel performed from the old PDS to the leave address or to the place orders were received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS. The member is also entitled to the travel and transportation allowances prescribed for PCS for travel performed from the leave address or place of receipt of orders, as applicable, to the TDY station and from the TDY station to the new PDS. Per diem also is payable for the TDY directed at the TDY station.

G. Orders Canceled While Member En Route to TDY Station. If TDY orders are canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY Within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. For transportation entitlements see Chapter 3.

U4115 INTERNATIONAL DATELINE

In computing per diem allowances where the international dateline is involved, the computation is based on actual elapsed time.

U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

A. General. Per diem computed under this Part is based on the lodgings-plus system. The total amount may not exceed the applicable locality rate. See par. U2510 concerning receipts.

1. Lodging Expense

The amount allowed for lodging expense is the amount incurred or the maximum amount prescribed in <http://www.dtic.mil/perdiem/> for lodging for the locality concerned, whichever is less. Lodging cost incurred for the use of other than Government quarters for any day on which Government quarters were available is reimbursed as prescribed in par. U1045.

(NOTE:

a. *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands) are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.*

expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);

(b) The cost for personal laundry/dry-cleaning and pressing of clothing is not reimbursable when the traveler is entitled to a reduced per diem authorized under par. U4135. Proportional meal rate or Government meal rate is not a reduced per diem for this purpose;

(c) The cost incurred during TDY/PCS travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for travel OCONUS and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for travel OCONUS.

7. fees for:

a. currency conversion; (*NOTE: Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984).);*

b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does not include cashing checks/drafts for salary); and

c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)).

8. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

9. CTO service and processing fees;

10. authorized/approved expenses for:

a. necessary stenographic or typing services, data processors or rental of typewriters a ICW reports/correspondence preparation;

b. clerical assistance;

c. services of guides, interpreters, packers, or vehicle drivers;

d. storage of property used on official business;

e. room rental at a hotel/other place used for official business;

f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this does not include travel expenses incurred for obtaining the required inoculations);

g. official local and long distance phone calls (see par. U4505);

h. excess baggage transportation costs;

i. conference registration fees;

j. dual lodging costs (see par. U4125-A1i);

k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when

TDY is changed or canceled (***NOTE:** Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.*);

11. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
12. transportation-related tips for taxis, limousines, and courtesy transportation;
13. transportation costs to and from the transportation terminal (see par. U3320, and Chapter 3, Part E);
14. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fare to and from the terminal (see par. U3320);
15. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
16. the following transportation-related tips are reimbursable:
 - a. handling Government property at terminals and hotels;
 - b. customary tips for handling any baggage at transportation terminals; and
17. similar travel and transportation related expenses (i.e., Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.)

U4535 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, the per diem is computed under par. U4125-A3g(2).

U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS**U4700 GENERAL**

This Part prescribes TDY HHG shipping and storage entitlements. For storage of POV when member is TDY on a contingency operation, see Chapter 5, Part I.

U4705 AUTHORIZING/APPROVING TDY HHG SHIPMENTS

Carrier baggage limits might preclude a member from transporting necessary HHG items without cost. An order-issuing official or commanding officer may authorize/approve shipment of HHG required for the member's personal comfort and well-being while on TDY.

U4710 BASIC ENTITLEMENT

A. Shipments In Addition to Authorized TDY Weight Allowance. When TDY, the following may be shipped in addition to the TDY weight allowances:

1. professional books, papers, and equipment (see par. U5310-C), and
2. required medical equipment (see par. U5310-K).

B. Weight Allowance. The maximum weight allowances prescribed in the following table do not include accompanied baggage transported free on a commercial ticket. They are the actual weight of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining the net weight of shipments for specific modes of transportation, see pars. U5335-B through F.

★ TDY Weight Allowances (Pounds)			
Service and Grade /1			
Army, Air Force, & Marine Corps	Navy, Coast Guard, & National Oceanic and Atmospheric Administration Corps	Public Health Service	Weight Allowance
<i>Officer Personnel</i>			
General/General of the Army	Admiral	N/A	2000 /2
Lieutenant General	Vice Admiral	Surgeon General	1500
Major General	Rear Admiral (upper half)	Deputy/Assistant Surgeon General	1000
Brigadier General	Rear Admiral (lower half)/Commodore	Assistant Surgeon General	1000
Colonel	Captain	Director	800
Lieutenant Colonel/Warrant Officer (W-5)	Commander/Warrant Officer (W-5)	Senior	800
Major/Warrant Officer (W-4)	Lieutenant Commander/Warrant Officer (W-4)	Full	800
Captain/Warrant Officer (W-3)	Lieutenant/Warrant Officer (W-3)	Senior Assistant	600
First Lieutenant/Contract Surgeon/Warrant Officer (W-2)	Lieutenant (Junior Grade)/Warrant Officer (W-2)	Assistant	600
Second Lieutenant/Officer Graduate of Service Academy/Warrant Officer (W-1)	Ensign/Officer Graduate of Service Academy/Warrant Officer (W-1)	Junior Assistant	600
<i>Enlisted Personnel</i>			
E-9	E-9	N/A	600 /3
E-8	E-8	N/A	500
E-7	E-7	N/A	400
E-6	E-6	N/A	400
E-5/E-4 (Over 2 Years Service)	E-5/E-4 (Over 2 Years Service)	N/A	400
E-4 (2 Years Service or Less)/E-3/E-2/E-1	E-4 (2 Years Service or Less)/E-3/E-2/E-1	N/A	225
Aviation Cadet	Aviation Cadet	N/A	400
Service Academy Cadet/Midshipman	Service Academy Cadet/Midshipman	N/A	350

/1 Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army/Air Force of the United States.

/2 The Secretarial Process may authorize additional weight up to 2,000 pounds for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

/3 The allowance for a member selected as a Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps is 800 pounds for travel orders issued after receiving notice of selection. It continues for the remainder of the military career.

provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Part H.

I. Travel and Transportation Allowance Extensions When A Member Separates from the Service. A time limit extension:

1. may be authorized/approved for a specific additional time period using the Secretarial Process;
2. may be authorized/approved only when circumstances prevent use within the prescribed time; and must be for the shortest time appropriate under the circumstances;
3. may not be granted merely to accommodate personal preferences or convenience (DoD/GC #99-1);
4. may not be authorized/approved if it extends entitlement more than 5 years after it accrues, unless a certified on-going medical condition prevents relocation of the member/dependent from the separation/retirement date; and
5. must be authorized/approved in writing and must include an explanation of the circumstances that justify granting the extension.

★ J. Home of Selection. *Once a home is selected, that selection is irrevocable if transportation-in-kind or Government-procured transportation is furnished and used, or travel and transportation allowances are received after the travel is completed.*

U5018 MEAL TICKETS

A. Issuance. Meal tickets may be issued only:

1. as specifically authorized in this Chapter (for PCS), in Chapter 4 (for TDY and for members traveling together under orders directing no/limited reimbursement) and in Chapter 7 (for persons in special categories), and
2. to members traveling together with no/limited reimbursement directed in the orders (see Chapter 4, Part A) on commercial airline flights where courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply see par. U1010-Be).

C. Value. The maximum rate per meal per member shall not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	\$ 6
Noon	\$ 6
Evening	\$ 16

U5020 ADVANCE OF FUNDS

Parts B, C, D, F, and G authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation and DLA (see par. U1010-B4).

OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES¹

Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Shipment Part D	NTS ² Part D	POV Shipment ³ Part E	POV Storage ⁴ Part I	Mobile Home Shipment ⁴ Part F	DLA ⁵ Part G	TLE ⁶ Part H	TLA ⁷ Ch. 9, Part C
Travel to First PDS	yes	yes	yes	yes ⁸	no ^{9,10}	yes	yes	no	No ²⁵	no ¹¹
CS from CONUS to CONUS	yes	yes	yes	yes ⁸	no ¹⁰	no	yes	yes	yes	no
CS to/from OCONUS	yes	yes	yes	yes	yes	yes	no ¹²	yes	yes	yes
CS from OCONUS to OCONUS	yes	yes	yes	yes	yes	yes	no ¹²	yes	no	yes
CS Involving Member Married to Member CONUS to CONUS To/from OCONUS	yes (each) yes (each)	yes (each) yes (each)	yes (each) ¹³ yes (each) ^{13,14}	yes ⁸ (each) yes (each)	no ¹⁰ yes (each)	no yes	yes ¹⁵ no ¹²	See par. US630-E & Table USG-1	yes (each) yes (each)	no yes (each)
Separated Under Honorable Conditions ¹⁶ Member completed 90% of 1 st term Member did <u>not</u> complete 90% of 1 st term	yes yes ¹⁷	yes yes ¹⁷	yes yes	yes ¹⁸ yes ¹⁸	no ¹⁹ no ¹⁹	no no	yes yes	no no	no no	yes yes
Separated Under Other Than Honorable Conditions ¹⁶ Separated on TDRL	yes ²⁰ yes ²²	yes ²⁰ yes ²²	yes ²¹ yes ²²	yes yes	no ¹⁹ no ¹⁹	no no	yes yes	no no	no no	no yes
Retired with pay (other than for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay ²³	yes	yes	yes	yes	no ¹⁹	no	yes	no	no	yes
Retired for disability, involuntarily separated (as defined in FTR, App A), or separated under VSI or SSB program ²³	yes	yes	yes	yes	no ¹⁹	no	yes	no	no	yes

- 1 This table is a general guide to basic travel and transportation allowances in various PCS situations. Parts B through H of this Chapter prescribe the specific entitlements and must be used to administer travel and transportation entitlements ICW a member's PCS.
- 2 For the time limitation of NTS for PCS orders, see par. U5380.
- 3 Member must meet the eligibility criteria in par. U5405 to be authorized POV transportation.
- 4 Member must meet conditions in par. U5502 to be entitled to transportation of a mobile home. Mobile homes allowances are in lieu of HHG transportation except as noted in par. U5330-F.
- 5 Member must meet eligibility criteria in par. U5605 to be entitled to DLA. A member who is authorized dependent transportation and relocates dependents incident to a PCS is entitled to DLA at the "with dependent" rate (pars. U5605 and U5610). Members without dependents assigned to Government quarters at the new PDS are not entitled to DLA (par. U5605).
- 6 Member must meet eligibility criteria in par. U5705 to be entitled to a TLE allowance. See par. U5710 for maximum periods authorized.
- 7 TLA is only authorized under the conditions specified in par. U9201. See Chapter 9, Part C, for the maximum periods authorized.
- 8 When member requests NTS as an alternative to shipment, NTS must be in the Government's best interest (see par. U5380-C).
- 9 Except when member's HOR/PLEAD is OCONUS and the first PDS is in CONUS; or when member's HOR/PLEAD is in CONUS and first PDS is OCONUS.
- 10 See par. U5410-F for exceptions under which a POV may be shipped within CONUS.
- 11 Except when member's first PDS is OCONUS.
- 12 Mobile home transportation is authorized only between points in CONUS, between a point in CONUS and Alaska, and between points within Alaska; and only if dependent(s) will occupy the mobile home at destination.
- 13 Members may combine their HHG weight allowances for shipment purposes (par. U5330-A).
- 14 For moves to/from certain OCONUS areas, members may be limited to shipment of the administrative HHG weight allowance of the senior member (see par. U5315-B).
- 15 See par. U5505-A for information on combining the weight allowances of the two members to compute maximum mobile home entitlement.
- 16 Travel and transportation allowances may be paid not to exceed HOR or PLEAD, whichever the member elects for travel allowances under par. U5125.
- 17 Transportation to the member's HOR/PLEAD is limited to the lowest cost transportation (see par. U5125-A5 (member travel) and U5225-F (dependent travel) except as authorized by the Service Secretary.
- 18 NTS in connection with separation/retirement from the Service is in addition to shipment.
- 19 Except when member's HOR/PLEAD is OCONUS. A member separated/retired while serving OCONUS is entitled to a POV shipment if the member's HOR/PLEAD or HOS is in CONUS.
- 20 See Chapter 7, Part P, for member travel. For dependent travel whose last PDS is CONUS, see par. U5240-J; if the last PDS is OCONUS, see par. U5240-D.
- 21 A member without dependents, stationed in CONUS, who is discharged under other than honorable conditions, is not entitled to HHG shipment.
- 22 A member may exercise travel and transportation allowances ICW being placed on the TDRL; however, if retirement orders are subsequently issued, the entitlement is subject to adjustment so as not to exceed entitlement for the distance from the PDS at the time the member received the TDRL orders to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for transportation to the waiting point.
- 23 Travel and transportation allowances may/may not be paid to the member's HOS (see par. U5130).
- 24 Member must meet the eligibility criteria in par. U5805 to be authorized POV storage.
- 25 Beginning 5 October 1999 TLE is payable to enlisted members on first PCS.

3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is entitled to travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

B. Time Limitations

- ★ 1. General. Except as provided in subpars. 2, 3, and 4, travel to a selected home must be completed within 1 year after active duty termination.
- 2. Member Undergoing Hospitalization or Medical Treatment
 - a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in subpar. A1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-I).
 - b. During the 1-Year Period After the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in subpar. A1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-I).
- 3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in subpar. 1, as extended by subpar. 2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:
 - a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and
 - b. the extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).
- 4. Other Deserving Cases. An extension of the 1-year time limit prescribed in subpar. 1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the best interest of the Service, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5012-I) using the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph must be incident to the member's separation from the Service (B-207157, February 2, 1983).

C. Recalled to Active Duty Before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under subpar. B.

D. Recalled to Active Duty After Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to no additional travel and transportation allowances other than those paid under subpar. A or B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders if issued (32 Comp. Gen. 348 (1953)).

U5155 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). See par. U2020 for DTOD requirements.

B. Privately Owned Airplane. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

- b. that a reasonable relationship exists between the conditions/circumstances in each case and the authorized destination.
3. Travel Requests. Travel may be requested by:
- the member,
 - the member's spouse, or
 - another dependent (if the member has no spouse, or the spouse is not available).
4. Travel Destination. The dependents' destination must be a designated place, except that dependents who are foreign-born may be returned to their native country.
5. Travel Reimbursement. Travel reimbursement may be paid to:
- the member, or
 - the dependent or ex-spouse, (when the member authorizes payment to either of them (B-193430, February 21, 1979)).
6. Travel Time Limit. Except when additional time is authorized/approved by the Secretarial Process (see par. U5012-I), dependent travel must start within 180 days from the date:
- the court-martial is completed, or
 - of administrative discharge.

K. Dependents' Travel Incident to In-Place Consecutive Overseas Tour (IPCOT). A member stationed OCONUS who is selected to serve an IPCOT is authorized dependents' travel and transportation allowances as follows:

1. Unaccompanied to Accompanied Tour

- Dependents may be moved at Government expense from a designated place to the current PDS if the dependents are command sponsored at the PDS prior to dependent travel to the PDS.
- A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command sponsored prior to their travel to the PDS. Entitlement in this case is from the place the dependents are located to the current PDS, up to those for travel from member's old PDS to current PDS.

2. Accompanied to Unaccompanied Tour. The provisions of U5222-C4 apply. A member may leave command-sponsored dependents at the old PDS (which then is a designated place) if authorized/approved through the Secretarial Process (may not be delegated below the headquarters that directs transportation policies or procedures for the Service concerned) and receive station allowances at the with dependent rate (par. U9301-B1). A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances.

3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to dependents' travel and transportation allowances provided the dependents are command sponsored prior to their travel to the PDS. Entitlement in this case is from the place the dependents are located to the current PDS, up to the cost from member's old PDS to current PDS.

U5241 TRAVEL OF DEPENDENTS WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

A. General. This subparagraph applies to dependents of a member (without regard to command sponsorship (B-158661, December 22, 1966)) on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), or who dies while entitled to basic pay (37 U.S.C. §406(f)).

B. Definitions

1. Dependent. See Appendix A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became 21 years of age while the member was serving at that PDS (see par. U5215-B).

2. Transportation. "Transportation," as used in this paragraph, includes transportation-in-kind or reimbursement therefor under pars. U5203-A, first itemization, item 2, and MALT under par. U5205-A.

C. Limitations

1. Destination. No travel may be authorized/approved under this subparagraph unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.

2. Time. Entitlement to dependents travel and transportation allowances ends if the dependents do not begin travel to their final home within 1 year from the date of the official status report, or within 1 year after the member dies while entitled to basic pay. However, travel at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). No travel and transportation allowances are authorized under this paragraph when travel is delayed until after receipt of official notice that the member has returned to an active status.

3. Per Diem. A dependent entitled to the transportation authorized in subpar. D pursuant to the death of a member entitled to basic pay (37 U.S.C. §406(f)), also is entitled to per diem under par. U5210. Per diem is not payable in connection with the other dependent transportation authorized in this paragraph.

D. When Authorized

1. General. Dependents may be furnished transportation to a member's HOR or to such other location as may be authorized/approved by the official designated by the Secretarial process when dependents receive official notice that the member is:

- a. dead; or
- b. injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or
- c. absent for a period of more than 29 days in a missing status.

When dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the dependents may be transported to an interim location (within the limitation imposed in subpar. C1) to reside pending a decision on where to exercise the entitlement to a final move at Government expense. That final move must be exercised within the time limit established in subpar. C2.

2. Additional Moves

a. Change in Status. Dependents moved under subpar. 1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in subpar. 1.

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)

U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS entitlements including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

U5305 ELIGIBILITY

A member is entitled to HHG transportation or NTS when the member is ordered to perform a PCS move.

U5310 BASIC ENTITLEMENT

A. General. Subject to the conditions in this paragraph a member ordered on a PCS is entitled to HHG transportation. (See par. U5203 for dependent transportation.)

1. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see subpar. B) in one lot between authorized places at the lowest overall cost (except for a Personally-Procured Transportation move) to the Government.
2. As used in this paragraph, a "former PDS" includes an individual's HOR.
3. If a member does not transport all the authorized HHG to a new PDS, a later shipment may be transported from a former PDS if:
 - a. the HHG were in the member's possession before the effective date of orders from that former PDS, and
 - b. the HHG previously transported plus the HHG being transported do not exceed the authorized weight allowance on the effective date of the orders from the former station.
4. HHG transportation includes temporary storage (see par. U5375), unless specifically prohibited.
5. For cases involving mobile home allowances, see par. U5330-F and Part F.
6. Unaccompanied baggage weight is always part of the member's authorized HHG weight allowance.

For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited through the Secretarial Process.

B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, PCS authorized weight allowances are:

★ PCS & NTS Weight Allowances (Pounds)		
Grade /1 & /3	With Dependents /2	Without Dependents
<i>Officer Personnel</i>		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
<i>Enlisted Personnel</i>		
E-9	14,500 /4	12,000 /4
E-8	13,500	11,000
E-7	12,500	10,500
E-6	11,000	8,000
E-5	9,000	7,000
E-4 (Over 2 Years Service)	8,000	7,000
E-4 (2 Years Service or Less)	7,000	3,500
E-3	5,000	2,000 /5
E-2/E-1	5,000	1,500 /5
Aviation Cadets /6		
Service Academy Cadets/Midshipmen		350

/1 Members of reserve components and officers holding temporary commissions in the Army and Air Force of the United States are entitled to the weight allowances for corresponding grades listed.

/2 For this table, members "with dependents" are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's first PCS after:

- a. the death of the member's dependent(s), or
- b. a divorce which leaves the member with no dependent(s) eligible to travel at Government expense,

the member has the weight allowance of a member "with dependents".

/3 A member of the regular components of the Uniformed Services appointed from:

- a. an enlisted or warrant officer grade to a commissioned officer grade, or
- b. an enlisted grade to a warrant officer grade or rating,

is entitled to the weight allowance of the grade:

- a. held on the effective date of the member's PCS orders used for HHG transportation, or
- b. from which an appointment was accepted,

whichever is greater. Upon reversion, the member is entitled to the weight allowance of the grade:

- a. held on the effective date of the member's PCS order used for HHG transportation, or
- b. held before reversion,

whichever is greater.

Permanent Duty Travel

U5310

/4 A member selected as Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is entitled to a weight allowance of 17,000 pounds with dependents and 14,000 pounds without dependents under orders issued on or after the date of notification of receipt of selection to that office and for the remainder of the military career.

/5 Member married to member couples, when both are E-3 or below, are entitled to a combined weight allowance of 5,000 pounds if there are otherwise no dependents.

/6 Aviation cadets are entitled to the weight allowance for members in grade E-4.

transportation to the new PDS is authorized. However, at least 12 months must remain in the member's tour at the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior specified location to the new PDS, or from the old PDS to a specified location. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior specified location, or from the old PDS to a specified location. When partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior specified location to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Homeports Identical. Except for cases under subpars. D and E, when a member is ordered from sea duty to sea duty between afloat units having identical homeports, HHG transportation is not authorized.

2. Homeports Not Identical. Except for cases under subpars. D and E, when a member is ordered from sea duty to sea duty between afloat units not having identical homeports, HHG transportation or NTS in any combination is authorized:

- a. from old homeport to the new homeport;
- b. from a former PDS to the new homeport;
- c. from a previously designated place to new homeport;
- d. from NTS to the new homeport;
- e. NTS in lieu of transportation prescribed in item a, b, or c.

H. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport. When a member departs from/arrives at a vessel, afloat staff, or afloat unit while deployed away from the homeport unaccompanied baggage transportation from/to the deployed unit is authorized without regard to distance.

I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed. A member assigned to a vessel, afloat staff, or afloat unit, not specified as unusually arduous sea duty on the effective date of a homeport change, is entitled to HHG transportation or NTS in subpar. H2. A member assigned to a vessel, afloat staff, or afloat unit, specified as unusually arduous sea duty (par. U5222-D2) on the effective date of a homeport change is entitled to the HHG transportation to the destination authorized for dependents in par. U5222-D5 and/or NTS. HHG transportation to a new homeport shall not be made when a member receives PCS orders, directing detachment from the unit undergoing the homeport change, before the HHG are transported to the new homeport.

J. Reassignment OCONUS Before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action. A member, involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action is entitled to HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour. In lieu of transportation, HHG may be placed in NTS. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the length of time served. (See par. U5317, item 7.)

U5355 LOCAL MOVES

A. General. Necessary local moves of HHG within prescribed weight allowances are authorized within the same city, town, or metropolitan area upon:

1. reassignment or PCS (subpar. B),

2. moving to or from Government quarters (subpar. C),
3. vacating local economy housing (subpar. D1),
4. involuntary tour extension (subpar. D2),
5. separation (par. U5360-F),
6. retirement (par. U5365-G), or
7. death of the midshipman or cadet owner (par. U5370-G).

B. Local Move Incident to Reassignment or PCS

1. PCS Between PDSs Located in Proximity or Reassignment Between Activities at the Same PDS. A local move of HHG is authorized for a PCS between two PDSs in proximity to each other or a reassignment between activities at the same PDS if the Secretarial Process (for DoD not lower than the gaining installation/ship commander (O-5 or above)) certifies that relocation of the member's household is:

- a. mission essential,
- b. in the Government's best interest, and
- c. not primarily for the member's convenience.

Duty stations are in proximity to each other if:

- a. both are in an area ordinarily serviced by the same local transportation system, or
- b. a member could commute daily from home to either PDS.

The local move of HHG must be to a residence from which the member will commute daily.

NOTE: Service regulations may require this certification for a local move of HHG to, from, and between designated location(s) to which dependent travel is authorized under par. U5222-D2. Otherwise certification is not required for these local moves of HHG. This subparagraph also does not apply to retirement or separation from the Service.

2. PCS Between PDSs Not in Proximity to Each Other. A local move of HHG between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

3. Separation from the Service or Retirement. A local move of HHG between residences or from NTS in an area to a residence within the same city, town, or metropolitan area is authorized when a member is separated from the Service or relieved from active duty as prescribed in par. U5360, or retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as prescribed in par. U5365. This local move is the final transportation authorized by par. U5360 or U5365.

- ★ C. Local Move and NTS Incident to Assignment or Termination of Government or Government-Controlled Quarters. Subpars. 1 and 2 apply world-wide to all members, except incident to separation or relief from active duty under honorable conditions or retirement from the Service. Neither the weight allowance in par. U5310-B nor the 18,000 pound limit imposed by 37 U.S.C. §406(b)(1)(D) apply to this subparagraph. For information on NTS incident to occupancy of Government or Government-controlled quarters, see par. U5280-G. See pars. U5360-F and U5365-G, respectively, for local moves when the member is required to vacate Government or Government-

controlled quarters incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement.

1. Moving to/from Government Quarters. A member is entitled to a local move of HHG, between Government quarters and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

- a. assignment to Government quarters to use idle housing,
- b. vacating Government quarters (e.g., orders, unfit for occupancy, some unusual Service operational requirement),
- c. reassignment to Government quarters when the conditions in item b have been rectified or alleviated; or
- d. assignment to privatized housing.

The local move may be made from or to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS subject to the member paying the Government all costs in excess of the authorized transportation costs. *A local move of HHG incident to moving to/from Government quarters due to personal problems or for the convenience or morale of individual members is not authorized.*

2. Moving from Government Controlled Quarters. When a member occupying quarters under the jurisdiction of a Service (other than Government quarters) is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is entitled to a local move of HHG to other local quarters from which the member is to commute on a daily basis to the PDS. If vacating the quarters is for a temporary period, the member is entitled to a combination of a local move and NTS under subpar. U5380-G1b and to a return local move from the temporary residence and/or NTS.

D. Local Move and NTS Incident to Vacating Local Economy Quarters

★ 1. Member Directed by Competent Authority to Vacate Local Economy Quarters. A member is entitled to a local move of HHG from local economy quarters to other local economy quarters (e.g., rental guarantee and, in CONUS and non-foreign OCONUS areas, privatized housing) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the quarters for the convenience of the Government. Such a move would be at Government expense, for example, when the member is directed by competent authority to vacate local economy quarters because the commander has: (1) determined the member's residence does not meet Service health or sanitation standards, or (2) placed the housing area/complex "off-limits". Except as noted in subpar. 2, when a member moves from local economy quarters as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity or requirement (52 Comp. Gen. 293 (1972)). For NTS, see par. U5380-G2a.

2. Member Vacates Local Economy Quarters Incident to Involuntary Tour Extension. A member is entitled to a local move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). The member is entitled to a local move:

- a. to other local economy quarters;
- b. from NTS to Government or economy quarters,

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY SEPARATION, AND SEPARATION UNDER THE VSI OR SSB PROGRAM

(See pars. U5125 and U5225 for related member/dependent transportation.)

A. General. Except when a member is:

1. separated from the Service or relieved from active duty to continue in the Service (subpar. C);
2. separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (subpar. D);
3. in a reserve component and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (subpar. E);
4. stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (subpar. I); (For members stationed in CONUS who have dependents, see par. U5370-J; for members stationed OCONUS, with or without dependents, who are separated from the Service under other than honorable conditions, see par. U5370-D8.); or
5. separated under conditions in par. U5365-A.

A member on active duty, who is separated from the Service or relieved from active duty, is entitled to HHG transportation to the place elected by the member under par. U5125, from whichever of the following applies:

1. the last or any previous PDS,
2. a designated place, or
3. an authorized place of storage.

HHG transportation may be between places other than the authorized places if the member pays all costs in excess of transportation from the place of authorized origin to the place the member elects under par. U5125 (see par. U5340-C). If, under par. U5340-C, the member elects HHG transportation to other than that place, excess costs are computed on the basis of the cost that would have been incurred by the Government for transportation of a like weight of HHG in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower cost to the Government, to that place. HHG transportation from the HOR or PLEAD is not authorized for HHG not brought into the Service for use in the member's household during the current tour of active duty.

B. Storage

1. Nontemporary Storage. A member who is entitled to transportation of HHG under subpar. A, F or H is entitled to NTS. The entitlement begins on the date orders are issued and terminates at the expiration of the 180th day from the date of termination of active duty. (Also see subpar. G).
2. Temporary Storage. Temporary storage of HHG transported from NTS under subpar. A, F or H is authorized only when:
 - a. necessary because of conditions beyond the member's control;
 - b. such conditions arise after HHG transportation from NTS; and

- c. authorized/approved in accordance with Service regulations.

Any HHG not placed in NTS may be placed in temporary storage under par. U5375 in connection with transportation under subpar. A, F or H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is entitled to HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service. A member, separated or relieved from active duty due to expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to HHG transportation or NTS.

E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for Less Than 20 Weeks or Less Than 6 Months for Initial Active Duty for Training. A member of the reserve components who is ordered to:

1. initial active duty for training for less than 6 months;
2. active duty (including active duty for training) for less than 20 weeks; or
3. active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is entitled to the HHG transportation (including temporary storage not to exceed 30 days) of the weight allowance in par. U4710-A, upon relief from such duty, from the:

1. member's last duty station, or
2. place to which such HHG were last transported at Government expense, to the:
 - a. HOR, or
 - b. PLEAD or active duty for training.

NOTE: NTS is not authorized.

F. Member Required to Vacate Government or Government Controlled Quarters Upon Separation or Relief from Active Duty. A member, authorized HHG transportation under subpar. A, who is required by competent authority to vacate Government quarters or other quarters under the jurisdiction of a Service, is entitled to a local move of HHG at Government expense from the vacated quarters to a temporary residence in the vicinity of the vacated quarters. Neither the member's PCS weight allowance nor the 18,000 pound limit imposed by 37 U.S.C. §406(b)(1)(D) apply to local move. HHG transportation is authorized within the time limit in subpar. G, within the member's prescribed weight allowance, from the local temporary residence to the place elected by the member under par. U5125.

G. Time Limit. Entitlement to HHG transportation terminates on the 181st day following separation from the Service or relief from active duty unless a written application for HHG transportation is turned in to a transportation officer or a designated representative before the expiration of the 180th day. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The transportation officer or designated representative determines "practicability" based on the facts and circumstances in each case. In hardship cases, an extension of the time limit may be authorized/approved for a specific additional period of time through the Secretarial Process. An extension of the time limit for transportation in no way extends the Government's obligation for storage costs for longer than the period authorized/approved under

subpar. B (for NTS) or par. U5375-B (for temporary storage). HHG in NTS belonging to a member for whom the 180-day time limit for transportation has been extended may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

1. continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. the member agrees to pay all costs for NTS for any period in excess of the authorized (not to exceed 180 days) storage period.

Following the expiration of NTS, the HHG must be transported as soon as possible to the final destination.

H. Members Ordered Home to Await the Results of Disability Proceedings. A member, who is::

1. found by a physical evaluation board unfit to perform the duties of the member's grade,
2. not entitled to a HOS move under par. U5130,
3. but who, for the convenience of the Government, ordered home or to a specific location to await the results of the disability proceedings,

is entitled to HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results. Entitlement to HHG transportation when separation or other orders are ultimately issued is in addition to the transportation made under this subparagraph. However, the entitlement upon final results of physical disability proceedings shall be for the cost for the distance from the member's PDS at the time the member received the orders directing the member to proceed in an awaiting-orders status to the point to which the member is entitled incident to separation or relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependents and Is Separated from the Service Under Other Than Honorable Conditions. A member serving in CONUS, who has no dependents and is separated from the Service under other than honorable conditions, is not entitled to any HHG transportation or NTS. For members stationed in CONUS who have dependents, see par. U5370-J; for members stationed OCONUS, see par. U5370-D8.

J. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is entitled to HHG transportation from:

1. the last or any previous PDS,
2. a designated place, or
3. an authorized place of storage.

Shipment may be made between other places. The member is responsible for payment of all transportation costs in excess of transportation from the place of authorized origin to one of the authorized destinations. The member is entitled to storage entitlements as in subpar. B above.

U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATIONPAY, INVOLUNTARY SEPARATION, OR SEPARATION UNDER THE VSI OR SSB PROGRAM

(See pars. U5130 and U5230 for related member/dependent transportation.)

A. HOS Authorized. A member on active duty is entitled to HHG transportation from the last or any previous PDS, from a designated place in CONUS, from storage, or any combination thereof, to the member's HOS (under par.

U5130) when the member is:

1. retired for physical disability or placed on the TDRL (without regard to length of service),
2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, February 14, 1967),
3. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single service break of more than 90 days,
4. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single service break of more than 90 days,
5. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 30 September 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 2001),
6. separated under the VSI or SSB program (on/after 5 December 1991 through/ending 30 September 2001) from a DoD Service or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 2001).

Except for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (subpars. D, E, and F), HHG must be turned over for transportation within 1 year following termination of active duty. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest entitlement (54 Comp. Gen. 1042 (1975)).

B. Transportation to HOS Not Authorized. A member on active duty is entitled to HHG transportation under par. U5360 when the member:

1. is retired without pay;
2. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability, or involuntary separation as described in subpar. A, item 5; or
3. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay other than as described in subpar. A, items 5 and 6.

C. Storage

1. General. A member or a dependent, entitled to HHG transportation under subpar. A or K, is entitled to NTS. The entitlement begins on the date orders are issued and terminates 1 year from the date of termination of active duty, except as indicated in subpars. D and H.
2. One-Year Period Extended Because of Hospitalization or Medical Treatment. A member undergoing hospitalization or medical treatment on date of termination of active duty, or for any period of time during the 1-year period following such date, is entitled to NTS under subpar. D (see par. U5012-I).
3. One-Year Period Extended Because of Education or Training or in Other Deserving Cases. The HHG of a member, for whom the 1-year time limit in subpar. A has been extended under subpar. E or F, may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

- a. continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
- b. the member agrees to pay all costs for NTS for any period in excess of 1 year from the date of termination of active service, or the longer period authorized by subpar. D, if applicable.

4. Temporary Storage. Temporary storage of a shipment from NTS under subpar. A or K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:

- a. necessary because of conditions beyond the control of the member, or dependent (if applicable);
- b. such conditions arise after transportation from NTS; and
- c. authorized/approved in accordance with Service regulations.

Any portion of a member's HHG not placed in NTS may be placed in temporary storage under par. U5375 as part of HHG transportation under subpar. A or K.

D. Member Undergoing Hospitalization or Medical Treatment

1. On Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital on the date of termination of active duty, is entitled to HHG transportation if transportation to the HOS is authorized (subpar. A) and storage is authorized (subpar. C). Entitlement to HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or termination of medical treatment, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).

2. During 1-Year Period After Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period following termination of active duty, is entitled to HHG transportation until 1 year after the date of termination of active duty plus a period equal to the period of the member's hospitalization or treatment. An extension of that time limit may be authorized/approved through the Secretarial Process (see par. U5012-I). The member is entitled to NTS until 1 year after date of termination of active duty plus a period equal to the period of hospitalization or treatment occurring within that year. NTS in excess of this total time is at the member's expense. Further extension of the time limit for NTS is not authorized.

E. Member Undergoing Education or Training. A member entitled to HHG transportation under subpar. A who:

1. on the date of termination of active service is undergoing education or training to qualify for acceptable civilian employment, or
2. begins such education or training during the 1-year period following termination of active service, or during the longer period authorized/approved under subpar. D (if applicable),

is entitled to HHG transportation until 1 year after the education or training is completed, or 2 years after the date of termination of active duty, whichever is earlier, and continued NTS provided:

1. such additional period for storage and transportation is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. the member agrees to pay all costs for NTS for any period over 1 year from the date of termination of active service (see subpar. C), or the longer period authorized by subpar. D, if applicable.

A further extension of the time limit for HHG transportation and continued NTS at member's expense but under Government auspices, may be authorized/approved through the Secretarial Process (see par. U5012-I). Notwithstanding the extension of the time limit within which HHG transportation must begin, the storage period at Government expense is as specified in subpar. C.

F. Other Deserving Cases. An extension of the 1-year time limit prescribed in subpar. A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit. A time limit extension also may be authorized/approved through the Secretarial Process, if in the best interest of the Service, or substantially to the

PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS**U5700 PURPOSE**

TLE is intended to partially pay for lodging/meal expenses when a member/dependent(s) occupy temporary quarters in CONUS due to a PCS.

U5705 ENTITLEMENT

A. A member is entitled to TLE reimbursement (when per diem is not payable):

1. before leaving the old CONUS PDS, designated place (see Appendix A), or (beginning October 5, 1999) an enlisted member's CONUS HOR or technical school, if the member is reporting to the member's first PDS.
2. after arriving at the new CONUS PDS (including (beginning October 5, 1999) an enlisted member's first PDS, if the member is reporting there from HOR or initial technical school), designated place,
3. when househunting is performed after the member PCSs to the new PDS (i.e., in conjunction with a PCS), and
4. for travel time (par. U5160) not to exceed the number of days authorized in par. U5710.

Example: If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day. If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid the maximum TLE allowance.

NOTE: *The days covered must have been spent in the vicinity of the old/new PDS, designated place, or enlisted member's CONUS HOR or initial technical school.*

B. A member is not entitled to TLE:

1. due to a move when entering active duty, except (beginning October 5, 1999) for enlisted members reporting to their first PDS,
2. due to a move when leaving active duty,
3. for a househunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS), or
4. for a dependent(s) acquired after the effective date of PCS orders.

NOTE: *For the next PCS, the member is entitled to TLE for the acquired dependent including in the vicinity of the place the dependent was acquired.*

U5710 TIME LIMITATIONS

TLE may not be paid for more than:

1. 10 days for a PCS to a CONUS PDS (a member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS),
2. 5 days for a PCS to an OCONUS PDS (a member may split the days between old CONUS PDS and designated place in CONUS), or

3.. beginning October 5, 1999, 10 days for enlisted members reporting to their first PDS from their HOR or initial technical school (a member may split the days among CONUS HOR or initial technical school, designated place in CONUS, and CONUS PDS; if first PDS is OCONUS, a member may split the days between CONUS HOR or initial technical school and designated place in CONUS).

★ U5715 TEMPORARY QUARTERS

Temporary quarters for the member/dependent(s):

1. must be a temporary place of residence,
2. must be in the vicinity of the old and/or new PDS/designated place,
3. may be allowed if assigned family-type Government quarters are not occupied:
 - a. because the HHG have not been shipped from the old PDS;
 - b. because the HHG have not been received at the new PDS;
 - c. because the quarters are undergoing repair/renovation,
 - d. because the HHG have been packed, picked up and/or shipped from the losing PDS, or
 - e. for similar reasons.

NOTE: Lodging receipts are required. When member/dependent(s) stay with friends/relatives, lodging cost for that day is zero. However, the meals portion is payable.

U5720 REIMBURSEMENT

A. Member Married to Member. When both spouses are members:

1. each may be reimbursed up to \$110 per day,
2. both may not claim the same dependent(s) for TLE , and
3. a member is not a dependent for TLE payment.

B. Per Diem Rate Used. For TLE reimbursement:

1. the locality per diem rate is used, or
2. when a member and dependents occupy temporary quarters at different locations, the highest applicable locality per diem rate is used in the computation.

C. Maximum Reimbursement. A member:

1. may be reimbursed a maximum of \$110 per day for TLE (B-221732, April 10, 1987), (this applies if a member and dependent(s) occupy temporary quarters on the same *or* different days);
2. may choose the days TLE is claimed when occupying temporary quarters on different days than the dependent(s);
3. and dependent(s) may occupy temporary quarters on different days, but TLE is determined as if lodgings were occupied on the same days; and
4. should use available Government quarters (see par. U1045).

PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION

U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DoD Directive 1327.5, subsection 6.17. (37 U.S.C. §411c). This transportation may not be combined with TDY travel.

B. Eligibility. A member is eligible if assigned to a designated location outside the United States. The number of R&R leaves authorized is:

- a. Standard Tour: One per 12-month period.
- b. Contingency Tour: One per contingency tour.

★ C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5 as follows:

- a. a dependent-restricted tour area;
- b. designated for hostile fire or imminent danger pay;
- c. in an area in which entry of members on official or unofficial travel is controlled; and
- d. an area where ordinary annual leave programs are restricted for reasons of military necessity.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

3. Alternate Destination. A R&R destination other than the R&R destination listed in Appendix U that a member selects.

4. Location Designation/Redesignation

a. Designating Authorities. The following may designate R&R locations/destinations:

- (1) DoD Services: OASD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services must send designation requests through Unified Command channels to OASD (MPP). OASD (MPP) must redesignate R&R location/destination designations every two years.

c. Redesignation Requests. DoD Services must send redesignation requests through Unified Command channels to reach OASD (MPP) *before* the indicated redesignation date.

D. Transportation

1. Uniformed Members only
2. Restrictions. A member taking a R&R trip may use:
 - a. military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
 - b. commercial air transportation if military air transportation is not reasonably available,* and
 - c. may not use cruise or tour packages to and from the authorized destination.

* **NOTE:** Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.
3. Procurement. Commercial air transportation must be in accordance with par. U3120.
4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between a member's duty station and the authorized destination as determined in subpar. C2.
5. Time Limitation
 - a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.
 - b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

U7305 TRANSPORTATION FOR SR&R ABSENCE

A. Entitlement. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 U.S.C. §705(b)).

B. Eligible Members. Enlisted members of the armed forces must meet the following requirements of DoDD 1327.5:

1. are entitled to basic pay,
2. have a specialty designated for SR&R purposes,
3. complete a tour of duty at a designated OCONUS PDS,
4. extend that tour for not less than a year, and
5. do not elect a non-transportation option under 10 U.S.C. §705.

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized, and if possible, members must use them. Otherwise, round-trip transportation procured by the member per par. U3120 is authorized with reimbursement for:

1. transoceanic travel and overland air travel under subpar. U5116-D,
2. overland surface travel at actual cost, and
3. travel by POC at actual cost as in subpar. U3305-B.

COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-COST AREAS IN CONUS (CONUS COLA)

U8000 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under this Part:

1. a member assigned to a high cost area in CONUS;
2. a member in an unaccompanied status OCONUS, if the primary dependent of the member resides in a high cost area in CONUS;
3. a member assigned to duty in CONUS, if the Secretarial Process, determines under the conditions in par. U8005-B that:
 - a. the primary dependent of the member must reside in a high cost area in CONUS by reason of the member's duty location or other circumstances; and
 - b. it would be inequitable for the member's eligibility for the allowance to be determined on the basis of the duty location of the member.

★ U8001 DEFINITION OF TERMS AS USED IN THIS PART

A. High Cost Area. An area is a high cost area for a fiscal year for purposes of this Part if the uniformed services' cost of living for that area for the 'base period' exceeds the average cost of living in CONUS for such "base period" by at least the threshold percentage. The term "base period," with respect to a fiscal year, means the 12 month period ending on June 30 of the year in which such fiscal year begins. The Secretary of Defense, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not be less than 8 percent. The Administering Secretaries, shall prescribe a higher threshold percentage to be applied for a fiscal year, when it is necessary to do so in order to ensure the total amount of CONUS COLA payments made to members of the uniformed services under this Part for such fiscal year, does not exceed the total amount available to all uniformed services for that fiscal year for paying such allowance.

B. Member With Dependents. The term "member with dependents" as used in this Part means a member who is entitled to BAH (or would be entitled to a BAH if Government quarters were not occupied) at the with-dependent rate.

C. Member Without Dependents. The term "member without dependents" as used in this Part means a member who is entitled to a BAH (or would be entitled to a BAH if Government quarters were not occupied) at the without-dependent rate.

D. Primary Dependent. The term "primary dependent" with respect to a member, means:

1. the member's spouse; or
2. for an unmarried member, a dependent as defined in Appendix A (except items 1, 8, 9 and 10).

E. Unaccompanied Status. The term "unaccompanied status" as used in this Part means any portion of a member's assignment to an OCONUS PDS when dependents reside in, or during which all dependents return to, a location in CONUS to establish a permanent residence.

U8002 RATES PAYABLE

A. General

1. CONUS COLA shall be paid to a member with or without dependents assigned to a PDS in a high cost area.
2. For members with dependents who, under the circumstances in par. U8005, do not reside at the PDS location, CONUS COLA shall be paid based on the location of the primary dependent.

CONUS COLA is payable at a rate prescribed in a rate table prepared by the PDTATAC.

B. Both Husband and Wife are Members. When both husband and wife are members, each is entitled to a CONUS COLA. This entitlement exists whether husband and wife maintain a joint residence or separate residences. In no case shall a spouse who also is a member on active duty be considered as a dependent for entitlement purposes. When a member-married-to-member couple maintains a joint residence and dependents are involved, CONUS COLA is paid for one spouse at the with dependent rate and for the other at the without dependent rate.

C. Member Assigned to Ship or Afloat Staff. For the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is considered the member's PDS.

D. Member in Leave Status Awaiting Final Discharge. Leave status does not affect the rate of CONUS COLA paid to the member.

E. Member Processing for Separation or Retirement. The CONUS COLA entitlement for separation or retirement processing shall be:

1. CONUS PDS to Separation Activity: based on the rate of the last PDS;
2. CONUS COLA paid at the primary dependent's location immediately prior to separation based on the rate for the primary dependent's location.

U8003 CONUS COLA NOT PAYABLE

CONUS COLA is not payable in the following cases:

1. for the number of days of travel authorized in connection with a PCS (par. U5160);
2. for a member of the reserve components, for any active duty time when the order to active duty is for less than 20 weeks. (Exceptions: par. U8011);
3. for any member of the Armed Forces participating in "The Educational Leave Program Relating to Continuing Public and Community Service" under DoDI 1322.21, dated 1 June 1994, during any period the member is on such educational leave. However, the member is entitled to CONUS COLA for any period(s) while reporting to the designated unit of assignment during scheduled school breaks or during any period the member takes regular leave. The statutory authority for the Program expires 30 September 1999;
4. for a member with or without dependents when the member is in confinement.

U8004 CONUS COLA WHEN ORDERED ON A PCS

Except as otherwise provided in this paragraph and par. U8005, entitlement to CONUS COLA at the rate prescribed for a particular PDS begins on the day the member reports to a PDS where there is a rate prescribed. Similarly, except as otherwise provided in this paragraph, CONUS COLA at the rate paid at the member's old PDS shall continue through the day before the day the member reports at the new PDS in

connection with a PCS transfer, but entitlement to the allowance is reduced by the number of days authorized under par. U5160 for PCS travel. Except as provided in par. U8005-A, item 5, a member departing from a PDS:

1. OCONUS incident to a PCS to a PDS named in the orders in the CONUS, is entitled to CONUS COLA applicable to the new PDS effective on the date the member reports at the new PDS, or the date the member reports at a TDY location if the member reports there first;
2. incident to an OCONUS PCS to a PDS in the CONUS, is entitled to a CONUS COLA applicable to the TDY location effective on the date the member reports at that location, if a new PDS is not named in the orders; or,
3. within the CONUS incident to a PCS to a new PDS in the CONUS, with TDY en route at a location to which the member commutes from the permanent quarters that will be occupied at the new PDS, will be entitled to the CONUS COLA rate applicable to the new PDS on the day after per diem has been stopped under the circumstances in par. U5120-D.

U8005 PRIMARY DEPENDENTS DO NOT RESIDE AT LOCATION OF PDS

A. Member Serves in an OCONUS Unaccompanied Status. When the primary dependent establishes a residence or resides in CONUS incident to a member's transfer in an unaccompanied status to an OCONUS PDS, or while the member is assigned in an unaccompanied status at an OCONUS PDS, entitlement to CONUS COLA in specific circumstances will be as indicated in the following items. (In instances of multiple dependent locations, CONUS COLA entitlement will be based on the location of the residence of the primary dependent). When the primary dependent:

1. retains a permanent residence in the CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA will continue at the rate applicable to the old PDS and, if the permanent residence is in an area having a rate different than that of the old PDS, the rate applicable to the location of the primary dependent's residence will begin on the day the member reports to the new PDS. Entitlement to CONUS COLA will be reduced by the number of days authorized under par. U5160 for direct PCS travel.
2. relocates in the CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, entitlement to CONUS COLA at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence will begin when the primary dependent arrives at the location of the new residence, or when the member reports to the new PDS in connection with the transfer, whichever is later. Entitlement to CONUS COLA based on the rate payable for the old PDS will continue through the day before the day the rate applicable for the location of the new permanent residence begins, but must be reduced by the number of days authorized under par. U5160 for direct PCS travel.
3. relocates a residence while the member is serving in an unaccompanied status, entitlement to CONUS COLA at the rate payable for the location of the old permanent residence will continue through the day before the day the primary dependent arrives at the location of the new permanent residence. Entitlement to CONUS COLA at the rate applicable to the location of the new permanent residence will begin on the day the primary dependent arrives at that location.
4. resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY in CONUS or incident to an OCONUS transfer to another PDS in an unaccompanied status, entitlement to CONUS COLA will continue and will be based on the location of the permanent residence of the primary dependent. CONUS COLA must be reduced by the number of days authorized under par. U5160 for the direct PCS travel.

5. resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a PDS in CONUS, entitlement to CONUS COLA at the rate applicable to the location of the primary dependent's permanent residence will continue through the day before the day the member reports at the new PDS, reduced by the number of days authorized under par. U5160 for direct PCS travel. Entitlement to CONUS COLA at the rate prescribed for the new PDS will begin on the day the member reports at that station.

6. establishes a residence in the CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, entitlement to CONUS COLA at the rate applicable to the location where the primary dependent establishes a permanent residence will begin when the primary dependent arrives at the location of the new residence, provided all dependents have departed the overseas location. When payment of CONUS COLA begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

B. Member's PDS in CONUS and Dependents Do Not Reside at Location of PDS

1. General. A member is entitled to only one CONUS COLA. A member assigned to a PDS in CONUS is entitled to CONUS COLA at the rate applicable to the location where the primary dependent maintains a permanent residence in the CONUS, instead of the rate for the member's PDS, if the Secretarial Process, issues a determination it is necessary for the primary dependent to maintain a permanent residence in an area other than the one in which the PDS is located. Secretarial determinations may be issued when the member is:

- a. assigned to a PDS in an area where sufficient quantities of housing do not exist;
- b. assigned to unusually arduous sea duty and the primary dependent resides at, or relocates to, a designated place in CONUS;
- c. assigned, or is in receipt of PCS orders, to a ship entering overhaul involving a homeport change and the primary dependent is not relocated incident to the homeport change;
- d. in receipt of PCS orders to a unit with a promulgated change of homeport and the primary dependent relocates to the announced homeport (or designated place in CONUS, if appropriate) before the effective date of the homeport change;
- e. disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of PCS orders between duty stations located in the same proximity, and disallowed movement of HHG (see par. U5355). (The Secretarial Process, must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness); or,
- f. assigned to indeterminate TDY, or TDY pending further orders. In addition to these cases, the Secretarial Process, may issue a determination, if circumstances or conditions at the new PDS require the primary dependent to reside at a separate location. This determination is made only in cases where the necessity to reside separately is caused by conditions at the duty station. This does not cover a personal election of either a member or a primary dependent as the reason for residing separately from the member.

2. Rates Applicable. The rate applicable to the location where the primary dependent establishes a permanent residence will be effective on the date the primary dependent arrives at the location of the new residence or the date the member reports to the new PDS in connection with the transfer, whichever is later. Entitlement to CONUS COLA based on the rate payable for the location of the primary dependent's old permanent residence, or the member's old PDS, will continue through the day

before the day the rate applicable for the location of the new permanent residence begins, less the number of travel days authorized under par. U5160 for direct travel between the old and new PDSs. If the primary dependent does not relocate, entitlement to the CONUS COLA based on the rate payable for the location of the primary dependent's permanent residence, or the member's old PDS, will continue, except the entitlement will be reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs. When the primary dependent's permanent residence is in an area that has a different rate than the old PDS, and the member's entitlement was based on the rate payable for the old PDS, the rate applicable to the location of the primary dependent's permanent residence begins on the day the member reports to the new PDS. The rate payable for the old PDS continues through the day before the day the rate applicable for the location of the primary dependent's permanent residence begins, but entitlement to the allowance is reduced by the number of travel days the member is authorized under par. U5160 for direct travel between the old and new PDSs.

U8006 DEPENDENTS ARRIVE AT OVERSEAS PDS AFTER MEMBER

A member, assigned to an OCONUS PDS and authorized CONUS COLA on behalf of dependents residing separately from the member in the CONUS, is entitled to that allowance while the dependents visit at or near the member's PDS continuously for 90 days or less. Facts must show the dependents are merely visiting (not changing residence). If the visit exceeds 90 days, a member is not entitled to CONUS COLA on behalf of dependents residing separately from the member beginning on the 91st day, unless the visit is extended because of illness or other emergency, or the member is entitled to a CONUS COLA on behalf of the primary dependent who is not visiting the member.

★ U8007 MEMBER IN NONPAY STATUS

Entitlement to CONUS COLA may be continued for the same period and under the same conditions as entitlement to BAH when a member is in a non-pay status (see DoD 7000.14-R, "Military Pay, Policy, and Procedures," Volume 7, Part A (DoD Military Pay and Allowances Entitlements (DoDFMR, Vol. 7A), paragraph. 30251 for DoD members and Service pay regulations for members of non-DoD services). Payment is made directly to dependents and not to the member, when the member's BAH is paid directly to dependents.

U8008 ENTITLEMENT WHEN MEMBER IS HOSPITALIZED

For the purpose of the CONUS COLA entitlement, the hospital to which a member is transferred is considered the member's PDS when it is determined prolonged hospitalization will be required and appropriate orders associated with the prolonged hospitalization determination are issued. This paragraph applies if a member is transferred from a PDS outside the United States to a hospital in the United States for observation and treatment, or when a member is transferred from a PDS in the United States to a hospital in the United States for observation and treatment.

U8009 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without dependent rate (Chapter 9), and a CONUS COLA at the with dependent rate applicable for the CONUS high cost area where the primary dependent resides. This may occur only if there are no command sponsored dependents residing with the member. If dependents of a member assigned to an OCONUS PDS are authorized an extension of OCONUS COLA at their place of residence, in accordance with par. U9101-B or C, after the member departs, the member may be paid the OCONUS COLA at the with dependent rate, and a CONUS COLA at the without dependent rate based on the new PDS, through the day entitlement to OCONUS COLA terminates. On the following day, the member may be paid CONUS COLA at the with dependent rate for the CONUS PDS.

★ U8010 MEMBER PAYING CHILD SUPPORT

A member with dependents authorized:

1. BAH at the with-dependent rate (grandfathered members who were assigned Government quarters and receiving BAQ at with-dependent rate based solely on the payment of child support on December 4, 1991); or
2. BAH-DIFF solely because the member is paying child support, is entitled to CONUS COLA at the without-dependent rate.

U8011 MEMBERS OF RESERVE COMPONENTS

★ A. Called (or Ordered) to Active Duty for 20 or More Weeks. Reserve component members called (or ordered) to active duty for 20 or more weeks at one location are entitled to CONUS COLA at the rate prescribed for the PLEAD, beginning on the day the member is entitled to BAH (66 Comp. Gen. 453 (1987)). The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty orders. Entitlement to a CONUS COLA at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA entitlement is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

B. Called (or Ordered) to Active Duty for Less Than 20 Weeks. Members of the reserve components called (or ordered) to active duty for less than 20 weeks are not entitled to CONUS COLA unless the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation.") A member called (or ordered) to active duty in support of a contingency operation is entitled to CONUS COLA at the rate prescribed for the location of principal place of residence at the time called or ordered to active duty.

U8012 NEW MEMBERS

Newly inducted enlisted or reenlisted members, officers, or officer candidates are entitled to CONUS COLA at the rate prescribed:

1. for members without dependents, the duty location to which assigned; or,
2. for members with dependents, the location of the primary dependent.

The rate for members without dependents shall change on the day the member arrives at each new duty location until the member arrives at the designated initial PDS. The rate is based on the location of the primary dependent for members with dependents until the day before the day the member arrives at the member's initial PDS. The CONUS COLA entitlement is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS.

★ U8013 CONUS COLA AT WITH DEPENDENT RATE FOR MEMBERS WITH PHYSICAL CUSTODY OF CHILDREN

Generally, a divorced or legally separated member with legal custody of a child or children of the marriage is entitled to CONUS COLA at the with-dependent rate. However, a member parent who has physical custody, but not legal custody, of at least one child is entitled to CONUS COLA at the with-dependent rate when the following conditions are met:

1. the member must be entitled to BAH, and

2. physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, shall not be considered an interruption of the 90-day period).

NOTES:

1. *If the divorce or separation involves two members, it is possible for both members to be entitled to CONUS COLA at the with-dependent rate. This is the case when each parent has physical custody of one or more children at the same time. Both members cannot draw BAH at the with-dependent rate based on physical custody of the same child(ren) at the same time.*
2. *In cases wherein the child or children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break or breaks for 5 or fewer days), the member is not receiving BAH at the with-dependent rate solely because of child support payment (69 Comp. Gen 407, (1990)).*

U8014 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS**A. Members With Dependents**

1. Continuation of CONUS COLA at Member's PDS. A member, whose dependents are evacuated and who was entitled to CONUS COLA at the with dependent rate prescribed for the member's PDS on the date of such evacuation, shall be entitled to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under the provisions in Par U8005-B, that it is necessary for the dependents to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, entitlement to CONUS COLA at the with dependent rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

2. CONUS COLA at Designated Place. When a member's command sponsored dependents are residing at a designated place in the CONUS incident to an evacuation, the member is entitled to a CONUS COLA at the with dependent rate beginning on the day after the day on which per diem at the designated place (authorized in par. U6005-E) terminates. The rate applicable is based on the location of the designated place for the primary dependent.

B. Members Without Dependents. A member without dependents, who was entitled to CONUS COLA at the PDS on the date an evacuation is ordered, shall continue to be entitled to the CONUS COLA until the day before the day the member reports at the new PDS.

★ U8015 EARLY RETURN OF DEPENDENTS

A member is entitled to CONUS COLA when all dependents return to CONUS, before the member, from the member's OCONUS PDS. CONUS COLA at the with-dependent rate begins the day one or more dependents arrive at the location of the permanent residence or the day all the dependents have departed the member's OCONUS PDS, whichever is later. To be eligible for CONUS COLA, the member must be entitled to a BAH based on those dependents. The rate applicable is based on the location at which the dependents establish a permanent residence.

they arrive there and terminating on the day before the day the dependents depart therefrom, or as otherwise prescribed in subpar. G. Payment is supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to Unrestricted Area. Upon subsequent PCS to a PDS to which transportation of dependents is authorized (par. U5222-D4), entitlement to station allowances under this paragraph terminates as provided in pars. U9101-B and U9151-B.

G. Payment of Allowances to Member at Dependent Restricted Tour or Unaccompanied Tour Station. During the period a member is entitled to station allowances under this paragraph, the member also is entitled to station allowances, if any, prescribed for a member without dependents at the new PDS.

U9302 NOT USED

U9303 STATION ALLOWANCES ENTITLEMENT WHEN BOTH HUSBAND AND WIFE ARE MEMBERS

A. When Separate Households are Maintained. When both husband and wife are members and separate households are maintained at or in the vicinity of their OCONUS PDS or PDSs, each is individually entitled to station allowances in their own right as a member with or without dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the overseas PDS. For COLA entitlement for member married to member E-5 and below serving on sea duty, see par. U9100-E1a(10). In no case shall a spouse who also is a member on active duty be a dependent for entitlement purposes in this Part.

★ B. Cost-of-Living Allowance When Joint Household Maintained. When both husband and wife are members and a joint household is maintained at or in the vicinity of their OCONUS PDS(s), only one member is entitled to COLA at the with-dependent rate based on the presence of a dependent(s), while the other member is entitled to COLA at the without-dependent rate, except when both members are receiving BAH at the with-dependent rate and one or both BAHs are based on a dependent parent residing with the member(s). *In no case shall a spouse who also is a member on active duty be considered a dependent for entitlement purposes.*

U9304 STATION ALLOWANCES INCIDENT TO EVACUATION OF MEMBER'S PDS

A. Members With Dependents

1. Overseas Housing Allowance. A member, whose dependents are evacuated and who was entitled to OHA at the with dependents rate on the date of such evacuation, is entitled to continue to be paid such allowances while the member's PDS remains unchanged, provided the following conditions exist:

- a. early return of the dependents to the vicinity of the member's PDS is anticipated;
- b. the member continues to maintain family-type quarters at personal expense during the absence of the dependents; and
- c. the period for which such payment is made does not exceed 6 months.

Commanding officers shall review each case on its own merits; they shall encourage members to terminate their family-type quarters when it becomes apparent that dependents shall not return.

2. Cost-of-Living Allowance. COLA at the with dependents rate is terminated effective on the date the dependents depart incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for the purpose of COLA.

3. Station Allowances at Designated Place. A member is entitled to station allowances as indicated below at the with dependents rate for the location of the designated place beginning the day after per diem terminates when:

- a. command-sponsored dependents are evacuated from OCONUS or dependents are evacuated from CONUS, and they
- b. reside at an authorized/approved designated place
 - (1) outside the United States (OHA and COLA), or
 - (2) in Alaska or Hawaii (COLA only).

See subpar. U9101-B and U9151-B for COLA/OHA termination.

B. Members Without Dependents

1. Overseas Housing Allowances. A member without dependents, who was entitled to OHA at the PDS on the date an evacuation is ordered or authorized and who continues to maintain commercial bachelor quarters, shall continue to be entitled to such allowances even though the member temporarily may be required to occupy Government quarters for all or any portion of the period involved. When the commanding officer believes the member shall not be permitted to return to the commercial housing in the foreseeable future, the commander shall encourage the member to terminate the commercial housing at the earliest practical date and shall terminate OHA concurrent with the termination of the commercial housing.
2. Cost-of-Living Allowance and TLA. COLA and TLA for members without dependents shall be paid during the period of an evacuation based on the conditions and circumstances prescribed in Part B2 and par. U9200.

U9305 VOUCHERS AND SUPPORTING DOCUMENTS

Regulations governing the preparation of vouchers and supporting documents are as prescribed by the Service concerned.

and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

2. Meals. Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

★ 3. Incidental Expenses. Incidental expenses include:

a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. U3610-C for reimbursement of fees and tips incurred at transportation terminals.);

b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site (NOTE: If, in the authorizing/order-issuing official's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 4, Part F.);

Effective for TDY travel performed on or after 1 January 2001:

c. personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below*);

d. Telegrams and telephone calls necessary to reserve lodging accommodations;

e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;

f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account;

g. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and

h. Taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands –see NOTE 1 above*) and service charges on any of the expenses in items 1 through 3g.

Effective for TDY travel performed on or after 1 January 2001:

(NOTE 2:

(a) *Except as indicated in (b), the cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.*

(b) *The cost for personal laundry/dry-cleaning and pressing of clothing is not reimbursable when the traveler is entitled to a reduced per diem authorized under par. U4135. Proportional meal rate or Government meal rate is not a reduced per diem for this purpose.*

(c) *The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for travel OCONUS and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for travel OCONUS.*

PER DIEM, REDUCED. See *REDUCED PER DIEM*.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

- 1 (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. a change in the homeport of a vessel or mobile unit;
3. change from home or from the PLEAD to the first PDS upon:
 - a. appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;
 - c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. enlistment or induction into the Service (regular or during emergency); and
 - e. change from the last PDS to home upon:
 - (1) discharge, resignation, or separation from the Service under honorable conditions;
 - (2) release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) retirement; and
 - (5) temporary disability retirement.

PERMANENT DUTY STATION (PDS). Also called **OFFICIAL STATION**. The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of member's unaccompanied baggage located on board the ship). The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, and geographically-based station allowances.

NOTE 1: *The geographic limits of the PDS are:*

- a. *For members -- The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed on a ship or in an incorporated city or town, the official station limits are the reservation, station, or established area, or, in the case of large reservations, an established subdivision thereof having definite boundaries, within which the designated post of duty is located.*

b. For invitational travelers –

- (1) the corporate limits of the city or town in which the home or principal place of business is located, or*
- (2) if not in an incorporated city or town, the reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries in which the home or principal place of business is located.*

NOTE 2: *When a member is ordered to attend a course (or courses) of instruction at a school or installation the scheduled duration of which is 140 or more days (20 or more weeks), the location of the school or installation is the PDS regardless of the terms of the orders involved, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.*

The following are PDSs for transportation and storage of HHG and mobile homes:

1. the home of a member at the time of:
 - a. appointment to regular Service from civilian life or from a reserve component;
 - b. being called to active duty for 20 or more weeks or being called to active duty for training for 20 or more weeks;
 - c. being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or
 - d. enlistment or induction into the Service (regular or during emergency);
2. the place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For members on sea duty, it's the homeport of the ship or mobile unit to which the member is assigned (except as noted in the basic definition);
3. the place where a vessel is being built or being fitted out is a shore duty station until the date of commissioning, at which time the homeport assigned to such vessel is the new station;
4. the home of the member upon:
 - a. retirement
 - b.. transfer to a Reserve component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. release from active duty;
 - d. discharge, resignation, or separation, all under honorable conditions; or
 - e. temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

1. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

2. In the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. (**NOTE:** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*)

NOTE: *The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.*

PLACE OF PUBLIC ACCOMMODATION. See *ACCOMMODATIONS, PUBLIC*.

PLACE OF STORAGE. Residence or authorized storage location.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation; it designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and other instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.
2. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. See *TERRITORIES AND POSSESSIONS OF THE UNITED STATES*.

POST OF DUTY. See *PDS*

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. (**NOTE:** *A common carrier, or a conveyance owned by the Government, is never a POC.*) A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JFTR, par. U3415 is a POC.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:

- a. is self-propelled;
 - b. is licensed to travel on the public highways;
 - c. is designed to carry passengers or HHG; and
 - d. has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same orders.
2. As used in Chapter 6, a POV is a motor vehicle that is owned by the member (or a dependent of the member) and is for the personal use of the member or the member's dependents.

NOTE 1: *In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the responsibility of the member.*

NOTE 2: *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

★ **PRIVATIZED HOUSING.** Housing units on or near military installations in the U.S. and its territories and possessions that are acquired or constructed by private persons, under 10 U.S.C. §§2871-2885. The Service Secretary determines which privatized housing is suitable for use as military family housing.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of travel orders.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). *(Also called PRO or PRO-Gear.)* Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination. Examples include:

1. reference material;
2. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. communication equipment used by members in association with the MARS (see DoDD 4650.2);
5. individually owned or specially issued field clothing and equipment;
6. an official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
7. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: *Excluded from PBP&E are sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.*

PROPORTIONAL MEAL RATE. The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <http://www.dtic.mil/perdiem/>), rounded to the nearest dollar.

REDUCED PER DIEM. Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

REPEAT TRAVEL ORDERS. *See BLANKET TRAVEL ORDERS.*

RESERVE COMPONENT:

1. The Army National Guard of the United States,
2. the Army Reserve,
3. the Naval Reserve,
4. the Marine Corps Reserve,
5. the Air National Guard of the United States,
6. the Air Force Reserve,
7. the Coast Guard Reserve, and
8. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the Secretary concerned or the Secretary's designated representative.

SECRETARY CONCERNED. As defined in 37 U.S.C. §101(5):

1. the Secretary of the Army, with respect to matters concerning the Army;
2. the Secretary of the Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy;
3. the Secretary of the Air Force, with respect to matters concerning the Air Force;
4. the Secretary of Transportation, with respect to matters concerning the Coast Guard when it is not operating as a service in the Navy;
5. the Secretary of Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and